

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2001/05/01 : CIA-RDP81-00142R00040003

DD/A Registry  
File *Personnel*

DD/A 78-3657/1

31 OCT 1978

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Career Management Officer/DDA

FROM : Michael J. Malanick  
Associate Deputy Director for Administration

SUBJECT : Three-Year Probationary Period

REFERENCE : Memo to DD/NFAC, DD/A, DD/O, DD/S&T, DD/Res Mgmt,  
DD/Coll Tasking, D/OP, Chmn/E Career Service,  
frm: DCI, dtd 28 June 78, Same Subj.

1. As noted in the attached reference, it will be necessary to review the records of all new personnel prior to the expiration of the three-year probationary period. Final acceptance for full-staff status will be based on that review.

2. Rather than establish additional panels, either at the Directorate level or at Sub-group levels, you are to expand the responsibilities of your career boards and panels to include the review of probationary personnel. This review will be held far enough in advance of the end of the probationary period to assure adequate time for any procedures involving adverse action. If you have any questions, please contact the DDA/Career Management Officer on extension 4142.

/s/ Michael J. Malanick

Michael J. Malanick

Attachment

Distribution:

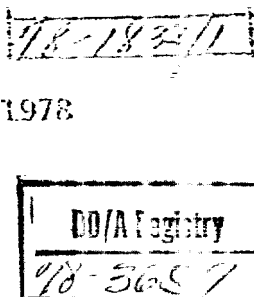
- Orig - D/CO w/cy of att
- 1 - ea addn'l adse w/cy of att
- 1 - DDA subj w/cy of att
- 1 - DDA chrono
- 1 - JPB chrono *MSM*

STATINTL CMO/DDA: [REDACTED] :pao (30 Oct 78)

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ADMINISTRATIVE - INTERNAL USE ONLY

28 June 1978



MEMORANDUM FOR: Deputy Director for Foreign Assessment  
Deputy Director for Administration  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Deputy Director for Resource Management  
Deputy Director for Collection Tasking  
Director of Personnel  
Chairman, E Career Service

FROM : Stansfield Turner  
Director of Central Intelligence

SUBJECT : Three-Year Probationary Period

REFERENCE : HN [REDACTED] dated 24 June 1977 STATINTL

1. In addition to the provisions in the reference for processing recommendations for separation of employees during the three-year probationary period, I desire that arrangements be made within each career service for a panel to review the record of each employee at the end of the probationary period and to render an advisory opinion to the head of the career service and the Deputy Director concerned as to retention or separation of the employee. Such panels may be at the Directorate level, and may be either panels already in existence which are further designated to perform this function or panels especially appointed for the purpose.

2. Career service handbooks will be revised to provide detailed descriptions of the features of the three-year probationary system and how recommendations for separation are handled, as well as the provision for review of each employee's record by a panel upon completion of the trial period.

STATINTL

[REDACTED]  
STANSFIELD TURNER

<b>TRANSMITTAL SLIP</b>		<small>DATE</small> 14 Sept 78	
<b>TO:</b> Deputy Director for Administration			
<small>ROOM NO.</small> 7D18	<small>BUILDING</small> Hqtrs.		
<small>REMARKS:</small>  <p>Problems have arisen in the distribution of the attached paper. We have recirculated it to Addressees even though this may represent duplication. The Office of Personnel will be issuing instructions regarding the Three-Year Trial Period shortly.</p> <p style="text-align: center;">STATINTL</p>			
<b>FROM:</b> [REDACTED]		Special Assistant to IG	
<small>ROOM NO.</small> 6E18	<small>BUILDING</small> Hqtrs.	<small>EXTENSION</small> 6406	
FORM NO. 241 1 FEB 55		<small>REPLACES FORM 36-8 WHICH MAY BE USED.</small> <small>(47)</small>	